

REV DATE

RPA#	CLASSIFICATION TITLE	WORKING TITLE
	Associate Personnel Analyst	
POSITION NUMBER (AGENCY-UNIT-CLASS-SERIAL)	DIVISION	
565-011-5142-XXX		
BRANCH	SECTION	UNIT
Human Resources Branch		Transactions Compliance Unit
LOCATION (GEOGRAPHIC/REPORTING LOCATION)		
Sacramento		

CONFLICT OF INTEREST CLASSIFICATION (Gov. Code 87300, et seq.):

This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

CONFLICT OF INTEREST CLASSIFICATION ☐ Yes ☒ No

EMPLOYEE INFORMATION:

EMPLOYEE NAME			DATE
SCHEDULE			WORK HOURS
Monday-Friday			8:00 – 5:00
TENURE	TIME-BASE	CBID	WORK WEEK GROUP
Limited Term	Full-Time	R1	2

DEPARTMENT OVERVIEW:

The California Department of Fish and Wildlife is responsible for all issues related to Fish and Wildlife within the State.

OUR VISION:

To be the premier leader and trusted partner in California's Fish and Wildlife matters.

OUR MISSION:

The Mission of the Department of Fish and Wildlife is to manage California's diverse fish, wildlife, and plant resources, and the habitats upon which they depend, for their ecological values and for their use and enjoyment by the public.

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:

This position requires the incumbent to maintain acceptable, consistent and regular attendance at such level as is determined at the Department's sole discretion; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave, and conduct. Must maintain regular and acceptable attendance at such a level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

SUPERVISION RECEIVED:

This position reports directly to the Staff Services Manager I of the Transactions Compliance Unit

SUPERVISION EXERCISED:

None	
GENERAL STATEMENT:	
Under the supervision of the Compliance Manager (SSMI), the incumbent is responsible for providing Payroll and Benefit Reviews for the Personnel Transactions Unit. The Staff Services Analyst (SSA) will stay apprised of state and department policy and procedural changes, to ensure quality control and consistent messaging. The incumbent interacts with HRB Analysts, Personnel Supervisors, Senior/Personnel Specialist (HQ and Regions), Program Liaisons, Administrative Officers, and employees on matters related to personnel and payroll transactions.	
% OF TIME PERFORMING DUTIES	An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%.)
40%	Responsible for developing and initiating procedures and job aides from business process improvements, enhancement, and audit findings. Develop and evaluate training assessments needs course evaluations and trainee appraisals to make recommendations to supervisors and managers on a routine basis or as requested by management. Coordinate enrollment of staff in technical training provided by the department and control agencies.
30%	Maintain and schedule SCO, CalHR and CalPers training for staff by using a variety of methods and tools. Develop objectives for each training module and applies course criteria. Represents HR in communicating policy and other information relating to the Transaction Unit. Provides technical and administrative support to Transactions Management related to HR programs by providing information to developmental personnel and coordinating with control agencies for resolution related to audit processes and activities. Determines objectives, documents, tasks and timelines, makes recommendation, reports status with management and implements projects plan. Coordinates and monitors critical program responsibilities in support of the HR Transactions Compliance Unit.
15%	Corresponds both orally and in writing with management and control agencies concerning personal related issues requiring research into laws, rules, policies and procedures. Coordinates responses with supervisors and managers to ensure all pertinent facts and information is provided. Lead on personnel drills as requested by management and control agencies. Serves as back-up for the CDWF's Management Information Retrieval System (MIRS) representative responsible for generating and analyzing MIRs and provide consultation as needed.
10%	Assist in special assignments mandated from State and Federal laws for example: Emergency Paid Sick Leave Act (EPSLA), Emergency Family Medical Leave Act (EFMLA), Supplemental Paid Sick Leave (SPSL). Different laws, rules and regulations that affect the department for example: Covid-19 rules and regulations.
5%	Perform administrative tasks, including, tracking of time worked, attend career development and training programs, seminars as appropriate to contribute to the achievement of HRBs goals and objectives projects and other personnel related duties as needed.
SPECIAL REQUIREMENTS/OTHER INFORMATION:	
MINIMUM QUALIFICATIONS:	
Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.	
Either I	
In the California state service, one year of experience performing the duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical personnel work.)	
Or II	

Experience: Either

1. Three years of progressively responsible experience in technical personnel work, at least one year of which shall have been with independent responsibility for analyzing and recommending decisions on difficult personnel problems; or
2. Three years of progressively responsible technical experience administrative or budget analysis, socioeconomic research or some other field which has developed a broad and comprehensive knowledge of personnel management.

(One year of graduate work in public or business administration, personnel industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience in Pattern II. Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst. Range C.)

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for a maximum of four years of the required education on a year-for-year basis.)

DESIRABLE QUALIFICATIONS:

Special Personal Characteristics: Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

Interpersonal Skills: Work independently in a team setting.

WORKING CONDITIONS:

Ability to use a computer keyboard several hours a day.
Involves sitting most of the time but may involve walking or standing for brief periods.
Attend meetings and hearings, work with staff statewide to complete work assignments.
Occasional travel will be required.

PERSONAL CONTACT:

This position works closely with staff in the Human Resources Branch as well as regional and program management and liaisons.

EMPLOYEE ACKNOWLEDGEMENT:

I have read and understand the duties listed above, and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor, will discuss your concerns with the Office of Civil Rights.)

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR ACKNOWLEDGMENT:

I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE